

Refund/Recovery Entry

Payment Modifications includes Refunds, Recoveries (also referred to as Revenues), Cancellations, and Adjustments. Payment Modifications are used after a Payment Request or Posted Payment has been made to modify the information about what was paid, and to include the information in claiming and in some cases state reporting. Payment Modifications are not interfaced to the County Accounting System; they must be manually entered into SSIS, and entered into the County Accounting System.



Hint: You must have Create Payment Modifications function assigned to your Role in SSIS Admin to make Refund/Recovery entries.

Refund/Recovery

Create refund / recovery

Payment type:

Unit type: Rate:

Units: Amount:

SEAGR units: SEAGR unit type:

Warrant / eff. date: County defined date:

Warrant / GL number: Warrant / GL amount:

Remittance adv. desc. / reason:



Hint: Once a Payment Request has a status of Paid the following fields can be edited without doing a modification:

- | | | |
|---------------------|---------------------|-------------------------|
| • Workgroup | • SEAGR Units | • County-defined field. |
| • License # | • Arrangement Group | Counties may use |
| • IV-E sub code | • Invoice number | other fields but that |
| • 1099 | • Invoice data | does not mean they |
| • IV-E reimbursable | • Contract number | are editable. |

The system determines if the record is a Refund or Recovery by comparing the "Warrant / Eff. Date" on the original Payment record to the "Warrant / Eff. Date" on the Refund/Recovery record.

Refund: "Warrant / Eff. Date" on the Refund/Recovery record is in the same calendar year as the GL Date of the original Payment.

Recovery: "Warrant / Eff. Date" on the Refund/Recovery record is in a subsequent year as the GL Date of the original Payment.

Refunds are entered when money is returned to your agency and is applied to the current year's budget. Recoveries, also called Revenues, is when money is returned to your agency from a Paid Payment in a prior year but the payback funds are recorded in the current year's budget.

For both refunds and recoveries, the number of units and amount can be the same or less than the original payment. The associated Service Arrangement, Service Arrangement Group and COA maximums are adjusted by the refund or the recovery. Refunds reduce the expenditure amount and the number of units on State reports. Recoveries do not reduce the amount on State reports and are recorded as revenue in your County Accounting System.



Hint: There is no interface between SSIS and your County Accounting System for modifications. You must manually enter modifications in SSIS and journal entries into your County Accounting System. Then both systems match and your books balance.



Refund/Recovery:

1. Search for the original payment request, access the **Action** menu and select **Create Refund/Recovery**.
2. Enter the **Units** being refunded, units cannot be zero but can be a negative number.
3. Enter the **Warrant/eff. Date** (the effective date of the Refund or Recovery) and if applicable the County Defined date, Warrant/eff. Date cannot be in the future or before the original payment date.
4. Enter the **Warrant/GL number** and the **Warrant/GL amount**.
5. Enter the reason for the Refund or Recovery in the **Remittance adv. Desc./reason** field.
6. Click **OK**.



Hints:

- *Review the Transaction tab to view any payment modifications completed on a paid payment request.*
- *Refunds and Recoveries can be edited.*

Refund/Recovery Business Rules

Business Rule	Error Message
The Payment to be Refunded must be a Paid Payment Request, a Posted Payment, or a Correcting Entry Adjustment.	N/A
The Payment to be Refunded cannot have been cancelled.	Error: A Cancellation exists for this Payment.
The Payment to be Refunded cannot have an Adjustment Reversal.	Error: An Adjustment exists for this Payment.
The Payment to be Refunded must have Net Amount that is more than 0. This rule only applied if the Payment does not have a Cancellation or Adjustment Reversal.	Error: Payment has been fully refunded.
Amount cannot be 0.	Error: "Amount" must be a value other than 0.
Amount must be a negative number up to the Net Amount of the Original Payment. If the user enters a positive number, the system changes it to a negative number.	Error: "Amount" (value) exceeds the net amount (value) of the original Payment.
Units must be 0 or a negative number up to the Net Units of the Original Payment. If the user enters a positive number, the system changes it to a negative number.	Error: "Units" (value) exceeds the net units (value) of the original Payment.
If Units is not 0, display a warning if the Amount is not within \$1.00 of the Rate * Units.	WARNING: "Amount" (value) must be within \$1.00 of the "Units" * "Rate".
SEAGR Units is always disabled and blank when the Payment Type is "Recovery."	N/A
When the Payment Type is "Refund," SEAGR Units is calculated based on the Warrant / eff. date, Service, Units, Unit Type, and Client Indicator if the Unit Type can be converted to the SEAGR Unit Type for the Service. Client Indicator is True or False depending on whether the Original Payment has a Client.	N/A
When the Payment Type is "Refund," SEAGR Units is enabled only if the system cannot calculate SEAGR Units. SEAGR Units is optional if it is enabled.	N/A

Business Rule	Error Message		
When the Payment Type is "Refund," SEAGR Units can be blank, 0, or a negative number up to the Net SEAGR Units of the Original Payment. If the user enters a positive number, the system changes it to a negative number.	Error: "SEAGR Units" (value) exceeds the net SEAGR units (value) of the original Payment.		
Warrant / eff. date must be on or after the Warrant / eff. date of the Original Payment.	Error: "Warrant / eff. date" (mm/dd/yyyy) must be on or after the "Warrant / eff. date" (mm/dd/yyyy) of the original Payment.		
Display a warning if the Warrant/Eff. Date of the Refund/Recovery is in the future.	WARNING: "Warrant / eff. date" (mm/dd/yyyy) is a future date.		
Warrant / GL Amount must be greater than or equal to 0.	Error: "Warrant / GL amount" (value) must be greater than or equal to 0.		
The Refund/Recovery record is created using the fields entered on the dialog, system generated values, and information on the Original Payment. See Error! Reference source not found. for detailed information on each field.	N/A		
<p>Refunds and Recoveries can be edited. The fields that were entered for the Refund/Recovery and the fields that can be edited at any time are enabled. The editable fields are listed below (The user must have the "Create Payment Modifications" security function to edit these fields)</p> <p>Refund/Recovery fields:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Units • Amount • SEAGR Units • Warrant / Eff. Date </td> <td> <ul style="list-style-type: none"> • County Defined Date • Warrant / GL Number • Warrant / GL Amount • Remittance adv. desc. / reason </td> </tr> </table>	<ul style="list-style-type: none"> • Units • Amount • SEAGR Units • Warrant / Eff. Date 	<ul style="list-style-type: none"> • County Defined Date • Warrant / GL Number • Warrant / GL Amount • Remittance adv. desc. / reason 	N/A
<ul style="list-style-type: none"> • Units • Amount • SEAGR Units • Warrant / Eff. Date 	<ul style="list-style-type: none"> • County Defined Date • Warrant / GL Number • Warrant / GL Amount • Remittance adv. desc. / reason 		

Business Rule	Error Message																						
Fields that can be edited at any time (The user must have the "Create Payment Modifications " or "Edit Payment Reporting Fields" security function to edit these fields): <ul style="list-style-type: none">• Workgroup• License #• IV-E sub code• 1099• IV-E Reimbursable• Arrangement Group• Invoice Number• Invoice Date• Contract Number• County Defined Field	N/A																						
Refunds and Recoveries can be deleted.	A confirmation dialog is displayed before the record is deleted.																						
The following fields must match the corresponding field on the Original Payment. <table><tr><td>Unit type</td></tr><tr><td>Rate</td></tr><tr><td>Service</td></tr><tr><td>County sub-service</td></tr><tr><td>Chart of accounts</td></tr><tr><td>Location</td></tr><tr><td>HCPCS/modifier</td></tr><tr><td>Payee vendor</td></tr><tr><td>Payee SSIS bus. org. #</td></tr><tr><td>Payee county vendor #</td></tr><tr><td>Paying county</td></tr><tr><td>SSIS person #</td></tr><tr><td>DOC points</td></tr><tr><td>Basic per diem</td></tr><tr><td>Service start date</td></tr><tr><td>Service end date</td></tr><tr><td>Special cost code</td></tr><tr><td>Program</td></tr><tr><td>Service arrangement #</td></tr><tr><td>Service vendor</td></tr><tr><td>Service county vendor #</td></tr><tr><td>Service SSIS bus. org. #</td></tr></table>	Unit type	Rate	Service	County sub-service	Chart of accounts	Location	HCPCS/modifier	Payee vendor	Payee SSIS bus. org. #	Payee county vendor #	Paying county	SSIS person #	DOC points	Basic per diem	Service start date	Service end date	Special cost code	Program	Service arrangement #	Service vendor	Service county vendor #	Service SSIS bus. org. #	Error: "[ScreenCaption]" ([PayModValue]) must match the original Payment ([OrigPayValue]). One message will display for each field that does not match the database. <u>Example</u> "Chart of accounts" (11-423-710-1810-6040) must match the original Payment (11-523-750-1870-6111).
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8.11.7.3: Refund/Recovery Business Rules in the Payments Design Spec.